

**State Policy Regarding  
Personal Use of State Office Technologies**  
(Revised October 9, 1996)

It is in the best interest of the state to encourage Alaska's state employees to learn to use the new office technologies that are fundamental to their future success as state employees. Use of technology that meets ethical standards and provides exposure, education, or experience is allowable and encouraged under this policy.

The office environment has a wide variety of technologies such as: digital telephone services (voice mail, message broadcasting, message and call forwarding), fax servers, image scanning and copying (color, reduction, enlargement, binding, collating), shared and stand-alone computers (fixed, portable), pagers (text and voice), cellular phones, data networks (local, regional, global), dial-up network facilities, Global Positioning Systems (fixed, portable), VHF and CG radios (fixed, portable), and wireless dispatched office pick-up/delivery courier services.

Use of office technologies is no different from use of any other state-provided item in the work place. Executive Branch public employees of the State of Alaska must conform to applicable Alaska statutes, orders, and codes. Recognizing the very different agency missions or division specific needs, agencies may adopt more stringent, specific, or detailed guidelines. Reasonable use and common sense must prevail in the work place use of office technologies. All policies must contain:

Prohibited uses of office technologies (not necessarily limited to the following):

1. Use for any purposes which violate a United States or State of Alaska law or the Alaska Administrative Code.
2. Use for any commercial activities, including commercial advertising, unless specific to the charter, mission, or duties of the government agency.
3. Use for access to or distribution of indecent or obscene material or child pornography.
4. Harassing other users, computing systems, and/or damaging or altering the software components of same.
5. Use for fundraising, political campaign activities, or public relations activities not specifically related to state government activities.
6. Any activity which adversely affects the availability, confidentiality, or integrity of any office technology.

The Executive Branch Ethics Act states a public employee may not "use state time, property, equipment, or other facilities to benefit personal or financial interests" (AS 39.52.120(b)(3)). Further, "standards of ethical conduct for members of the executive branch need to distinguish between those minor and inconsequential conflicts... and those conflicts of interests that are substantial and material." (AS39.52.110(a)(3))

Applicable Statutes, Administrative Orders, and Codes that you may refer to include, but are not limited to: AS 39.52, Alaska Executive Branch Ethics Act; Administrative Order #81, Nondiscrimination and Non-harassment; Administrative code 9 AAC 52, Alaska Executive Branch Code of Ethics; AS 39.25.160, Alaska Little Hatch Act; AS 24.60, Legislature Standards of Conduct.

The State of Alaska reserves the right to routinely monitor Internet and Email use by individuals and report such use to appropriate supervisors. Contents of state employees' computers are also subject to "Public Records" requests.

This policy is to be read and signed by all employees in the presence of their supervisor or agency human resources staff and filed in each employee's personnel file. The signature of the employee constitutes acknowledgement of their obligation to abide by the policy. Use of the Internet and other office technology is a revocable privilege. User accounts and password access may be withdrawn if a user violates this policy. Violations may also result in possible personnel action and/or civil liability. After reading and signing this policy, state employees have 48 hours after the date signed to clear any material that does not conform with this policy from any office technology.

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Signature of Employee

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Signature of Witness

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Printed Name of Employee

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Printed Name of Witness

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Department

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Department

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PCN

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Date

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Date